



CONTRACT USER GUIDE



How to Use the Recycling Containers, Compost Bins and Rain Barrels Statewide Contract

Contract #: FAC87designatedDEP	Contract Duration: 2/01/15 to 1/31/16
MMARS #: FAC87designatedDEP	Options to renew: To be renewed to 1/31/17
Contract Manager:	Lydia Meintel-Wade (MassDEP); Phone 617-556-1011; Lydia.meintel-wade@state.ma.us
This contract contains: Environmentally Preferable Products (EPP), and Supplier Diversity Program (SDP) Contractors	
Last change date:	4/1/2015

Contract Summary

The Department of Environmental Protection awarded and manages the statewide contract for recycling containers, compost bins and rain barrels. There are a wide variety of containers available under the contract, including curbside recycling bins, solar trash compactors, wheeled carts, home composting bins and buckets, public space recycling containers, rain barrels, roll-off containers, among others.

Benefits and Cost Savings

- **Environmental Benefits:** The rain barrels under this contract represent a 98% reused item and most of the plastic recycling bins, containers, and carts are manufactured with approximately 30% post-consumer recycled plastic. As a result, this contract serves to keep tons of plastic out of landfills yearly, reduces our dependence on foreign oil (for the manufacturing of plastic) and works toward growing the local businesses included on the list of awarded vendors. The solar powered trash and recycling compactors on the contract increase the amount that can be handled by one or two containers and save time and labor for staff.
- **Cost Savings:** Even though the vendors on this contract are providing products at very competitive rates, cities, towns, agencies, schools and others are encouraged to request lower pricing, particularly in situations where high volume is involved. Contract users can also negotiate delivery times and other aspects as needed.
- All pricing information is posted in COMMBUYS as an attachment to the contract titled **Master Price File**.

How to use this contract in COMMBUYS

Contract Structure

This contract has been set up in COMMBUYS as 10 separate Master Blanket Purchase Orders (MBPO): one MBPO for each Product Category. Note that Product Categories 6 and 11 were not awarded, and as a result no MBPOs for those categories were set up.

Purchase Order #	MBPO Description	Product Category Title and Description
PO-15-1045-BWP00-BWP01-00000003346	FAC87designatedDEP Category 1 - Set Out Recycling Containers	Set Out Recycling Containers – Curbside recycling bins and lids in sizes from 14-22 gallon capacity.
PO-15-1045-BWP00-BWP01-00000003348	FAC87designatedDEP Category 2 - Recycling Barrels	Recycling Barrels – Curbside recycling barrels and lids in sizes from 25-32 gallon capacity.
PO-15-1045-BWP00-BWP01-00000003349	FAC87designatedDEP Category 3 - Wheeled Recycling Carts	Wheeled Recycling Carts – Curbside recycling carts with lids in sizes from 32-96 gallon capacity.
PO-15-1045-BWP00-BWP01-00000003350	FAC87designatedDEP Category 4 - Organics Collection Carts	Organics Collection Carts – Wheeled carts with latching lids for curbside food scrap collection in sizes from 10.5-21 gallon capacity; wheeled yard waste carts with aeration vents in sizes of 65-95 gallon capacity.
PO-15-1045-BWP00-BWP01-00000003371	FAC87designatedDEP Category 5 - Public Space Recycling Containers, Outdoor/Indoor, Fixed Position	Public Space Recycling Containers, Outdoor/Indoor, Fixed Position – Public space recycling containers for fixed (“permanent”) indoor or outdoor installation in sizes from 20-320 gallon capacity.
PO-15-1045-BWP00-BWP01-00000003372	FAC87designatedDEP Category 7 - Roll-off Containers and Compactors for Waste and Recycling	Roll-off Containers and Compactors for Waste and Recycling Collection, in sizes from 2- 40 cubic yard capacity.
PO-15-1045-BWP00-BWP01-00000003373	FAC87designatedDEP Category 8 - Multipurpose Recycling Containers	Multipurpose Recycling Containers – Various recycling containers including deskside containers, apartment containers, companion or saddle trash containers, tall and slim recycling containers, office building and multi-family recycling containers, in sizes from 1-78 gallon capacity.
PO-15-1045-BWP00-BWP01-00000003375	FAC87designatedDEP Category 9 - Compost Bins	Compost Bins – Compost bins for outdoor composting at residences, schools, and businesses, in sizes from 10-30 cubic foot capacity. Alternative product – Worm bin for indoor composting at residences, schools and businesses.
PO-15-1045-BWP00-BWP01-00000003376	FAC87designatedDEP Category 10 - Compost Kitchen Scrap Buckets	Compost Kitchen Scrap Buckets – Containers with secure covers for collection of food scraps at residences, schools and businesses. Made from plastic, ceramic, steel or bamboo, in sizes of 1-2 gallon capacity.

PO-15-1045-BWP00-BWP01-00000003377	FAC87designatedDEP Category 12 - Rain Barrels	Rain Barrels – Plastic barrels with covers and spigots for residential or institutional rain water collection, in sizes from 52-60 gallon capacity. Accessories include downspout diverters.
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Each MBPO includes:

- A list of vendors awarded for the Product Category the MBPO covers;
- A single line item to be used for ordering products;
- A price file containing pricing information for all categories;
- A Contract User Guide (this document).

How to place an order

While all prices for this contract are defined in the price file, it is recommended that contract users consult the contract vendor to ensure that the list of items being ordered is correct, especially in cases where products are customized. Once the details of the order, pricing and delivery have been confirmed with the vendor, the order should be placed through COMMBUYS, or directly with the vendor. Placing the order through COMMBUYS is a requirement for all Commonwealth Departments. (Purchasers that are not Commonwealth Departments may place orders directly with the vendors.) Follow these steps to place the order through COMMBUYS:

1. Initiate a new Requisition.
2. On the Items tab use the “Search Items” -> “Advanced Search” function to find the appropriate Item for ordering. Use “FAC87designatedDEP” in the Description field on the search form and then select the Item that represents the appropriate Product Category.
3. Add item quantity (1.0), select (check off) the Item and then press “Add to Req and Exit.”
4. Once Item has been added, enter the Catalog Price/Unit Cost by clicking on the “Enter Info” link.
5. On the Vendors tab click “Look up and Change Vendor.” This is where you will select the vendor you have chosen.
6. On the Attachments tab, upload the order description with product quantities and order total and any other pertinent documents, making sure to check the box that says Show to Vendor.
7. Review the Summary Tab, and then Submit for Approval.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;

05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

In addition to the Eligible Entities listed above, private contractors and nonprofit entities engaged by the Eligible Entities to provide services that require products covered by this contract will be eligible to use this contract. The SSST reserves the right to revise the list of additional Eligible Entities throughout the life of the contract.

Pricing and Purchase Options

Eligible entities should contact vendors to obtain samples, get marketing materials, and to order products. Although the general products offered by each of the awarded vendors are shown below, contract users should view the details of all products as well as the pricing in the **Master Price File** attachment. All prices associated with this contract are “not to exceed” prices and are the maximum prices that Contractors are permitted to charge. Departments may request that Contractors provide a lower price based on volume or other factors.

Pricing is to be inclusive of all shipping and delivery charges for all categories except Public Space Recycling Containers – Fixed Position, Roll-Off Containers, and orders of fewer than 20 Compost Bins. Delivery charges for Recycling Containers – Fixed Position and Roll-Off Containers will be negotiated between the Eligible Entity and Contractor at the time of order. In the Compost Bin category, delivery charges will be included for all orders except orders of fewer than 20 units. Delivery charges will be negotiated between the Eligible Entity and Contractor at the time of order for orders of fewer than 20 compost bins.

Pricing will not include unloading delivered products onto the Eligible Entity’s loading dock or to the ground, but Contractors must offer this service to all Eligible Entities upon request. At the time of issuing a product quote to an Eligible Entity, the Contractor must ascertain if the Eligible Entity will require unloading services and must include any unloading charges into the product quote.

The Eligible Entity may further negotiate any shipping, delivery or unloading charges with the Contractor after receiving a quote.

Delivery Time Frames:

All orders **must** be shipped within the timeframes specified below unless a different delivery time frame is negotiated with the Eligible Entity at the time of order.

Category 1: Set-Out Containers: The Contractor must guarantee that any order not exceeding 30,000 set out containers shall be delivered within 30 days of Contractor’s receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee

that purchase orders in excess of 30,000 containers must be delivered within 60 days of the Contractor's receipt of the order.

Category 2: Recycling Barrels: The Contractor must guarantee that any order not exceeding 30,000 recycling barrels shall be delivered within 30 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 30,000 containers must be delivered within 60 days of the Contractor's receipt of the order.

Category 3: Wheeled Recycling Carts: The Contractor must guarantee that any order not exceeding 5,000 carts shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 5,000 must be delivered within 60 days of the Contractor's receipt of the purchase order.

Category 4: Organics Collection Carts: The Contractor must guarantee that any order not exceeding 2,000 carts shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 2,000 must be delivered within 60 days of the Contractor's receipt of the purchase order.

Category 5: Public Space Recycling Containers, Fixed Position: The Contractor must guarantee that any order not exceeding 100 public space recycling containers shall be delivered within 45 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 100 containers must be delivered within 90 days of the Contractor's receipt of the order.

Category 7: Roll-Off Containers and Compactors: The Contractor must guarantee that any order not exceeding one roll off container or compactor shall be delivered within 45 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of one container must be delivered within 90 days of the Contractor's receipt of the order.

Category 8: Multipurpose Recycling Containers: The Contractor must guarantee that any order not exceeding 100 multipurpose recycling containers shall be delivered within 30 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 100 containers must be delivered within 60 days of the Contractor's receipt of the order.

Category 9: Compost Bins: The Contractor must guarantee that any order not exceeding 500 bins shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 500 units must deliver one-half of the total number of bins ordered within 30 days of the Contractor's receipt of the purchase order with the balance being delivered within 60 days, unless mutually agreed upon by both parties.

Category 10: Compost Kitchen Scrap Buckets: The Contractor must guarantee that any order not exceeding 5,000 kitchen scrap buckets shall be delivered within 45 days of Contractor's receipt of the purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 5,000 containers must be delivered within 90 days of the Contractor's receipt of the order.

Category 12: Rain Barrels: The Contractor must guarantee that any order not exceeding 500 rain barrels shall be delivered within 30 days of the Contractor's receipt of purchase order from any eligible contract user. The Contractor shall further guarantee that purchase orders in excess of 500 units must deliver one-half of the total number of rain barrels ordered within 30 days of the Contractor's receipt of the purchase order with the balance being delivered within 60 days, unless mutually agreed upon by both parties.

Vendor List and Contact Information

See **Master Price File** for Specific Products Awarded for Sale under This Contract.

Statewide Contractors	Phone	Location	Email Contact	General Products Offered
Big Belly Solar	617-206-4429	Newton, MA	sdaviau@bigbelly.com	Solar powered recycling and trash compactors, parts and maintenance
Busch Systems International, Inc.	800-565-9931 ext 106	Barrie, Ontario	courtneyh@buschsystems.com	Curbside recycling bins, lids, public space recycling containers, multipurpose recycling containers, kitchen scrap buckets
Cascade Engineering, Inc.	203-695-1130	Grand Rapids, MI	mark.broderick@cascadeng.com	Wheeled recycling carts
EcoVision Environmental, Inc.	289-987-4567	Pickering, Ontario	doug@ecovisionenvironmental.com	Public space recycling containers, Multipurpose recycling containers, Kitchen scrap buckets, Rain barrels
Enviro World Corp.	416-674-0033	E. Lansing, MI	solutions@enviroworld.ca	Rain barrels
Go Green Solutions, Inc.	774-293-1862	S. Grafton, MA	Jim3@gogreensolutionsinc.com	Public space recycling containers, Worm Bin (Compost Bin Indoor Alternative), Kitchen scrap buckets;
Gebelein Group/Great American Rain Barrel	800-251-2352	Hyde Park, MA	info@tgarb.com	Rain barrels
New England Plastics Corp.	508-998-3111	New Bedford, MA	nep126@aol.com	Compost bins
ORBIS Corporation (Norseman Envr. Prods.)	888-675-2878 ext 7167	Oconomowoc, WI	Sharon.Ramroop@orbiscorporation.com	Curbside recycling bins,- Organics carts, Multipurpose recycling containers, Compost bins, Kitchen scrap buckets

Otto Environmental Systems, LLC	617-281-8346	Charlotte, NC	ltbeale@otto-usa.com	Multipurpose recycling containers
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Statewide Contractors	Phone	Location	Email Contact	General Products Offered
Rehrig Pacific Company	800-458-0403	Los Angeles, CA	TRutigliano@RehrigPacific.com	Curbside recycling bins, Curbside recycling barrels, Wheeled recycling carts, Organics carts, Public space recycling containers, Multipurpose recycling containers, Kitchen scrap buckets
Toter, LLC	800-424-0422, Ext 257	Statesville, NC	kclark@toter.com	Public space recycling containers
Wastequip Mfg. Co. LLC	800-255-4126 Ext. 244	Charlotte, NC	mjenkins@wastequip.com	Roll-off containers and compactors

Strategic Sourcing Services Team Members

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Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the COMMBUYS (www.commbuys.com) website, click on "Contract and Bid Search," select "Contracts/Blankets," and then search by entering "FAC87" in the "Contract/Blanket Description," field and selecting "Find It." From the results, select the desired product category as described in the Contract Structure table above. The Contract User Guide and product offerings and pricing are available as attached documents on the contract page, and orders can be made online through COMMBUYS (or by contacting the vendors directly, for non-Commonwealth Departments only).